



Taking up employment (not Blue Card EU)

Who does this information sheet apply to?

- Employees with an equivalent or comparable foreign university degree or professional qualification (for regulated professions: professional licence is additionally required) who do not meet the requirements for a Blue Card EU (see [separate information sheet "Blue Card EU"](#)) and wish to take up qualified employment in Germany.
- Employees who will be working in the IT sector and have gained at least **two years of professional experience** in the sector in the last five years. The contractually agreed salary must be at least **40,770 euros gross** per year. This salary threshold does not apply if the employer is bound by a collective agreement and the employee is hired under the applicable collective agreement conditions. **A university degree or professional qualification is not** required in this case. IT specialists at university level can apply for a Blue Card EU ([see separate information sheet "Blue Card EU"](#)).
- Employees in non-regulated professions, with a high level of practical professional experience acquired **over at least two years in the last five years** who are qualified for the planned employment AND have a university degree or have completed at least two years of vocational training. **Recognition** of the higher education or vocational qualification in Germany is **not** required. All that is needed is a certificate from the Central Office for Foreign Education ([Zentrale für ausländisches Bildungswesen - ZAB](#)) stating that the foreign qualification is officially recognized in the respective country. The contractually agreed salary must be at least **40,770 euros gross** per year. The salary threshold does not apply if the employer is bound by a collective agreement and the recruitment takes place under the applicable collective agreement conditions.
- Additional information is available on the website www.make-it-in-germany.com
<https://www.make-it-in-germany.com/en/visa-residence/types/work-qualified-professionals>
<https://www.make-it-in-germany.com/pdf-visa-skilled-workers>

1. Please read the following information and the list of documents carefully.
2. Prepare the required documents for the application.
3. Book an [appointment](#).
4. Please sort your documents in the given order.

Please note:

- Due to the high workload and in order to ensure equal treatment of all applicants, the visa section can only accept applications in the requested form for processing.
- Submitting incomplete documents may lead to the rejection of the application.
- Unsolicited documents cannot be assigned to your application.
- All documents, leaflets and application forms provided by the Embassy are free of charge.
- All information on the application procedure is available on our [website](#).

- For research in the anabin database, please refer to the separate [leaflet "Notes on ANABIN"](#) with detailed instructions on how to retrieve the necessary information on your university degree.
- Please refrain from submitting status requests. Status requests do not speed up the visa process.

What kind of documents need to be submitted?

1	Visa application form	
<input type="checkbox"/>	Completed either in German or English	The application form is available free of charge on our website. We recommend using the VIDEX-System to complete the application electronically: https://videx.diplo.de//videx/visum-erfassung/#/videx-langfristiger-aufenthalt
<input type="checkbox"/>	Information - Requirement to have a concrete job offer	You find the form on our website .
<input type="checkbox"/>	Additional information on availability and representation	You find the form on our website .
2	Travel document	
<input type="checkbox"/>	passport <u>AND</u> a non-certified copy of all pages with entries	The passport must have at least two blank pages and must have been issued within the previous ten years. The passport does not remain at the Embassy during the visa procedure. It must only be presented when applying for a visa and later for verification.
3	Residence permit	
<input type="checkbox"/>	Valid residence permit for Latvia <u>AND</u> a non-certified copy of the front and back	
4	Passport photos	
<input type="checkbox"/>	A current biometric passport photo	The photo must meet certain requirements . Please do not glue the photo to the application form.
5	Employment contract	
<input type="checkbox"/>	signed employment contract (and a non-certified copy) <i>OR</i> concrete job offer (and a non-certified copy)	The contract/offer must contain information on the nature of the intended activity: <ul style="list-style-type: none"> ▪ duration of the job (at least 6 months) ▪ place of work ▪ salary and ▪ working hours.
6	Declaration of the Employment relationship	
<input type="checkbox"/>	Form „Erklärung zum Beschäftigungsverhältnis“ from Federal Employment Agency	
7	Proof of qualifications	
<input type="checkbox"/>	Complete curriculum vitae in tabular form in German or English	
<input type="checkbox"/>	University diploma and notarized translation (Diploma in the English language do not require translation.) (original document with a non-certified copy)	

<input type="checkbox"/>	<p><u>AND</u></p> <p>Proof of the comparability of your degree Extract from the anabin database (www.anabin.kmk.org): Extract concerning your university, which must be rated "H +",</p> <p><u>AND</u></p> <p>Extract relating to your specific university degree, which must be regarded as either "corresponding to" or "equivalent".</p>	<p>The university degree in anabin does not necessarily have to be listed under your university, but under an "H +" rated university in the country in which you obtained the degree. If your specific degree or university is not listed in anabin, or your university is not rated "H +", or your specific degree is not to be regarded as "equivalent" or "corresponding": You can request for your degree or higher education institution to be included in anabin by completing a certificate evaluation procedure with the Central Office for Foreign Education (ZAB). (More information at: www.kmk.org/zab.html)</p>
<input type="checkbox"/>	<p><u>OR</u></p> <p>Proof of recognition of your degree Notification of the result of the certificate evaluation procedure at the Central Office for Foreign Education (ZAB) (certificate of recognition), information under: www.kmk.org/zab.html</p>	
<input type="checkbox"/>	<p><u>OR</u></p> <p>Proof of completed professional training and notarized translation (English-language qualification does not need to be translated). (original document with a non-certified copy)</p>	
<input type="checkbox"/>	<p><u>AND</u></p> <p>Proof of the equivalence of the training (original document with a non-certified copy)</p>	<p>You can find information on the recognition of equivalence of your training here:</p> <ul style="list-style-type: none"> - www.anererkennung-in-deutschland.de - Hotline „Arbeiten und Leben in Deutschland“: +49 30 1815-1111 - Zentrale Servicestelle Berufsanerkennung
<input type="checkbox"/>	<p><u>OR (only for IT sector)</u></p> <p>Proof of at least two years of professional experience in the IT sector in the last five years and notarized translation</p> <p><u>AND</u></p> <p>Proof of relevant theoretical knowledge (original document with a non-certified copy, English-language proofs do not need to be translated)</p>	<p>Please provide previous employment contracts or a workbook</p> <p><u>AND</u></p> <p>proof of completed training courses or examinations</p>
<input type="checkbox"/>	<p><u>OR</u></p> <p>Proof of at least two years of professional experience in the last five years that qualifies for the planned employment</p> <p><u>AND</u></p> <p>University degree or proof of at least two years of completed vocational training. The qualification must be state-recognized in the country in which it was obtained (proof by means of a ZAB certificate, information at: www.kmk.org/zab.html).</p> <p>OR a vocational qualification issued by a German chamber of commerce abroad (the certificate should contain a note that the Federal Institute for Vocational Education and Training (Bundesinstitut für Berufsbildung - BIBB) has positively examined the qualification). (original document with a non-certified copy, English-language proofs do not need to be translated)</p>	
<p>8 For applicants over 45 years of age</p>		
<input type="checkbox"/>	<p>Minimum salary of 49.830 Euros gross per year or proof of adequate retirement provision (original document with a non-certified copy)</p>	<p>Proof of additional retirement provision can be, for example, claims in a statutory pension scheme in your country of origin or other countries, private pension or life insurance policies or real estate or other assets.</p>

9	Proof of accommodation
<input type="checkbox"/>	Proof of accommodation in Germany with full address details (e.g. rental agreement, hotel reservation, letter of invitation)
10	Visa fee
<input type="checkbox"/>	75,00 € to be paid by credit card (Master Card / Visa) or in cash
<u>The embassy reserves the right to request further documents in individual cases.</u>	
11	When the visa is issued:
<input type="checkbox"/>	Travel health insurance or European Health Insurance Card (EHIC), which is valid for at least 3 months after entering Germany. For more information, visit our website .

Processing time:

between two and four weeks, in individual cases shorter or longer

If the Embassy has any questions during the course of your visa procedure or if additional documents need to be submitted, we will contact you directly.